

Chicago Federal Executive Board

Annual Report

FY2013



Executive Summary

Federal Executive Boards (FEBs) connect all Federal agencies to share resources and information. Our objectives are:

1. Emergency Preparedness
2. Workforce Development
3. Intergovernmental and Interagency Collaboration and Community Outreach

Through the combined efforts of our senior Federal leadership, we:

- Provide communication between Federal agencies during emergencies, including national disasters and terrorist threats
- Share special skills between agencies, including mediators and translators
- Connect to our community through outreach projects and philanthropic donations
- Provide local training for our workforce which saves travel dollars
- Are poised to facilitate large interagency projects

In these times of budget cutbacks, FEBs are critical to the future success of the Federal government. Connecting local agencies to your local Chicago FEB is the best way to stretch your budget and collaborate with local leaders.

Executive Committee Members - Fiscal Year 2013

OFFICERS

CHAIR, ANN P. KALAYIL

(Term expires 9/30/14)
Regional Administrator
General Services Administration

VICE CHAIR, SUSAN HEDMAN

(Term expires 9/30/14)
Region V Administrator
Environmental Protection Agency

SECRETARY/TREASURER, JOANNE M. PLASKY

(Term expires 9/30/14)
Manager, Chicago Oversight
Office of Personnel Management

CAPT RANDALL LYNCH

(Term expires 9/30/13)
Commanding Officer
Naval Station Great Lakes

MARCIA MOSLEY

(Term expires 9/30/13)
Regional Administrator
Social Security Administration

CORY B. NELSON

(Term expires 9/30/14)
Special Agent-in-Charge
Federal Bureau of Investigation

JOAN RICARD

(Term expires 9/30/14)
Director, Hines VA Medical Center
Department of Veterans Affairs

JON SEBASTIAN

(Term expires 9/30/14)
Regional Human Resources Officer
Department of Labor

RICARDO WONG

(Term expires 9/30/14)
Field Office Director
Immigration and Customs Enforcement
Enforcement and Removal Operations

EXECUTIVE COMMITTEE MEMBERS

PETER ALLEN

(Term expires 9/30/13)
District Manager, Central Illinois District
United States Postal Service

BARRY D. COOPER

(Term expires 9/30/14)
Regional Administrator
Federal Aviation Administration
Department of Transportation

COL FREDERIC A. DRUMMOND, JR.

(Term expires 9/30/14)
Commander/District Engineer
Army Corps of Engineers, Chicago District

KEITH B. EARLEY

(Term expires 9/30/14)
Director of Administration
Railroad Retirement Board

JOHN HOSTENY

(Term expires 9/30/13)
Director, Illinois Office
Corporation for National and Community Service

JOI JONES

(Term expires 9/30/13)
Senior Commissioner
Great Lakes-Midwest Region
Internal Revenue Service

EX OFFICIO MEMBERS

ALLISON AZEVEDO

Regional Commissioner, Public Buildings Service
General Services Administration

MARTIN W. BAUMGAERTNER

Regional Director/Chief Administrative Judge
Central Regional Office
Merit Systems Protection Board

STANLEY D. MOORE

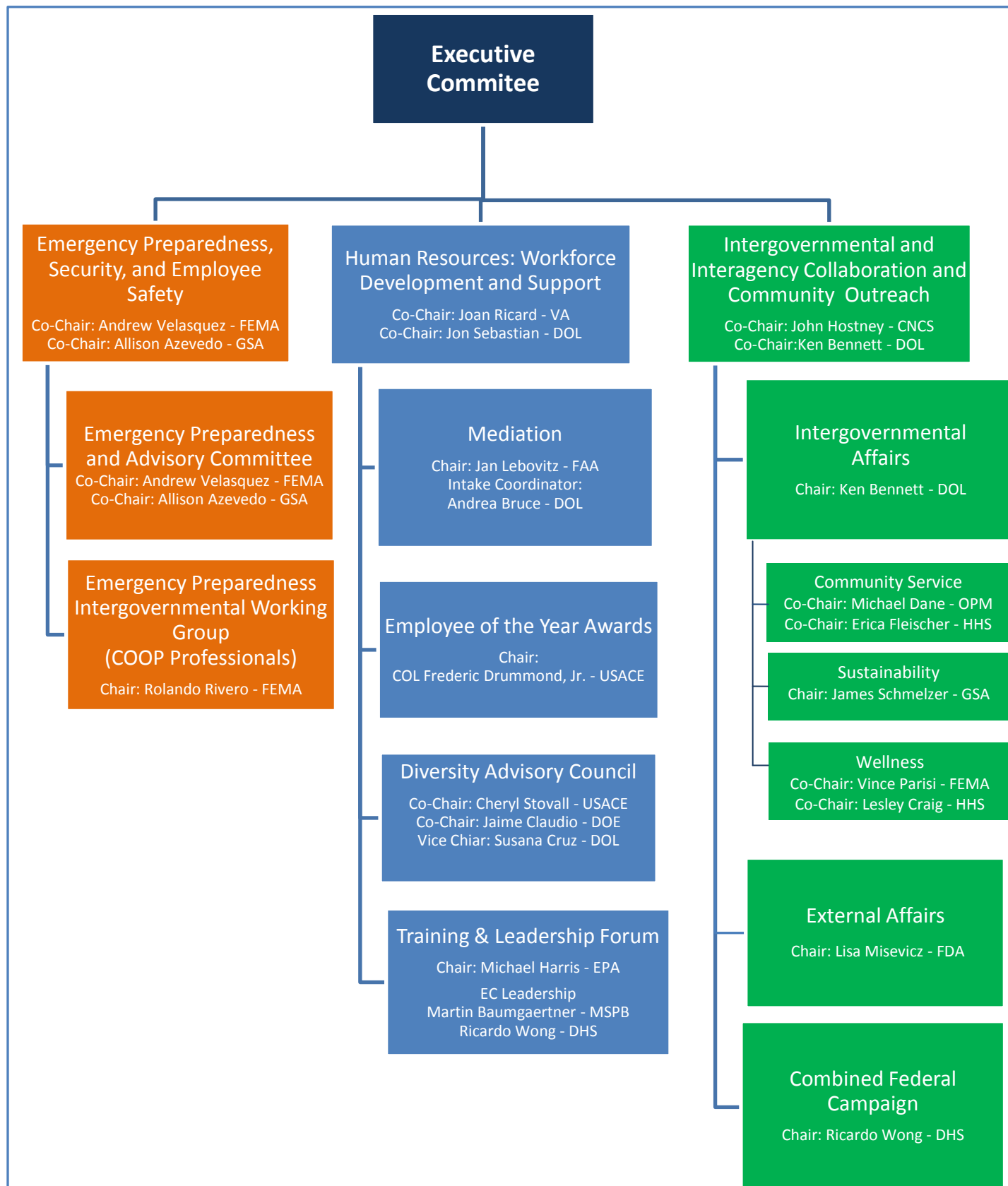
Regional Director
Bureau of the Census
Department of Commerce

ANDREW W. VELASQUEZ III

Regional Administrator
Federal Emergency Management Agency

Chicago Federal Executive Board Organization Chart

Our Executive Committee oversees nine sub-committees that implement FEB's objectives.



Federal Offices and Agencies in Chicago

The local Federal community in Chicago serves 9,246,957 people residing in the counties we serve: Cook, DeKalb, DuPage, Grundy, Kane, Kendall, Lake, McHenry, and Will counties in Illinois, and Lake and Porter counties in Indiana.

Our Federal community has over 52,000 employees. Below is a list of Federal agencies and the number of employees within each office. Data was compiled using a local agency survey, OPM, and CFC data.

Agriculture, Department of

- Agricultural Marketing Service (7)
- Federal Milk Market (27)
- Food & Nutrition Service, Midwest Region (99)
- Office of the Inspector General (100)
- Processed Products Branch (3)

Commerce, Department of

- Bureau of the Census (289)
- Economic Development Administration (21)
- Minority Business Development Agency (10)
- NOAA, National Weather Service (28)
- US and Foreign Commercial Service (10)

Commodity Futures Trading Commission (145)

Consumer Product Safety Commission (8)

Corporation for National and Community Service (4)

Defense, Department of

- Army Corps of Engineers, Chicago District (480)
- Defense Contract Audit Agency (52)
- Defense Criminal Investigative Service (10)
- DLA Document Services (37)
- Naval Station Great Lakes (1,200)
- Navy Region Midwest (2,252)
- Office of Naval Research, Chicago Office (15)
- US Military Entrance Processing Command (60)

Education, Department of

- FSA Collections (3)
- Office for Civil Rights (50)
- Office of Communications and Outreach (5)
- Office of Federal Student Aid, Program Compliance (34)
- Office of Federal Student Aid, Financial (15)
- Office of the Inspector General (37)

Energy, Department of (289)

Environmental Protection Agency (1,200)

Equal Employment Opportunity Commission (108)

Export-Import Bank of the United States (5)

Federal Communications Commission (10)

- Enforcement Bureau (9)

Federal Deposit Insurance Corporation

- Division of Supervision and Consumer Protection (566)
- Office of Administration (9)

Federal Energy Regulatory Commission (20)

Federal Labor Relations Authority (10)

Federal Mediation and Conciliation Service (15)

Federal Trade Commission (21)

General Services Administration (653)

Government Accountability Office

- Field Office Manager / Office of the Regional Director (88)

Government Printing Office (11)

Health and Human Services, Department of

- Administration for Children and Families (11)
- Administration on Aging (6)
- Agency for Toxic Substances and Disease Registry (4)
- CDC Chicago Quarantine Station (14)
- Centers for Medicare & Medicaid Services (211)

Federal Occupational Health (14)

Food and Drug Administration (81)

Food and Drug Administration - Central Region (24)

Criminal Investigations (26)

Health Resources and Services Administration (6)

Office for Civil Rights (21)

Office of Investigations (14)

Office of Public Health and Science (9)

Office of the General Counsel (33)

Office of the Inspector General (18)

Office of the Inspector General/Office of Audit Services (89)

Office of the Secretary (4)

Program Support Center (4)

Homeland Security, Department of

Customs and Border Protection (84)

Federal Air Marshal Service (250)

Federal Emergency Management Agency (640)

Federal Protective Service (31)

Marine Safety Unit - U.S. Coast Guard (33)

Office of Infrastructure Protection (30)

Secret Service (150)

Transportation Security Administration (405)

Transportation Security Administration, MDW and ORD (2313)

U.S. Citizenship and Immigration Services (155)

U.S. Immigration and Customs Enforcement (609)

Housing and Urban Development, Department of (389)

Interior, Department of the (130)

Justice, Department of

Bureau of Alcohol, Tobacco, Firearms, and Explosives (127)

Community Relations Service (3)

Drug Enforcement Administration (200)

Federal Bureau of Investigation (775)

Federal Bureau of Prisons (6)

Metropolitan Correctional Center (212)

Office of the Inspector General (39)

U.S. Attorney's Office (310)

United States Marshals Service (60)

Office of the United States Trustee, Northern District (55)

Labor, Department of

Bureau of Apprenticeship and Training (38)

Bureau of Labor Statistics (82)

Employee Benefits Security Administration (58)

Employment and Training Administration (135)

Foreign Labor Certification/Operations (67)

Job Corps (16)

Occupational Safety and Health Administration (189)

Office of Information and Public Affairs (2)

Office of Inspector General (27)

Office of the Inspector General/OLFR (15)

Office of Federal Contract Compliance Programs (65)

Federal Offices and Agencies in Chicago (continued)

Office of Labor Management Standards (16)
Office of the Assistant Secretary for Administration and Management (48)
Secretary's Representative (1)
Veterans' Employment and Training Service (12)
Women's Bureau (2)
Office of the Solicitor (33)
Office of Wage and Hour Division (56)

Office of Workers' Compensation Programs (55)

Merit Systems Protection Board (15)

National Archives and Records Administration (143)

National Labor Relations Board (54)

National Transportation Safety Board (11)

Nuclear Regulatory Commission (229)

Office of Personnel Management Chicago Oversight (2)

Federal Investigative Services Division (1)

OPM Nationwide Testing Program (287)

Peace Corps (26)

Postal Service

Central Illinois District (4,500)

Postal Inspection Service (130)

Great Lakes Area Operations (113)

Chicago District (6,872)

Railroad Retirement Board

Office of the Chairman (6)

Office of Administration and Senior Executive Office (564)

Office of Chief Financial Officer (4)

Office of the Inspector General (83)

Office of the Labor Member (10)

Office of the Management Member (6)

Securities and Exchange Commission (230)

Selective Service System (8)

Data Management Center Region I (55)

Small Business Administration

District Director (23)

Regional Administrator (31)

Social Security Administration

Office of Disability Adjudication and Review (12)

Office of Quality Improvement (13)

Office of Quality Performance (115)

Office of the Regional Commissioner (2,889)

State, Department of

Chicago Passport Agency (100)

Diplomatic Security Service (36)

Office of Foreign Missions (6)

Transportation, Department of

Federal Aviation Administration (1,985)

Federal Highway Administration - Resource Center (43)

Federal Motor Carrier Safety Administration (27)

Federal Railroad Administration (60)

Federal Transit Administration (26)

Inspector General (17)

Maritime Administration (3)

National Highway Traffic Safety Administration (8)

Treasury, Department of the

IRS Senior Commissioner's Representative (2,355)

Office of the Industry Director (1)

Appeals Chicago Office (1)

Area Counsel, SB/SE Chicago Field Office (8)

Comptroller of the Currency (300)

IRS Criminal Investigations (1)

Office of Chief Counsel, Internal Revenue Service (9)

Office of Thrift Supervision Southeast Region (40)

Retailers, Food, Pharmaceuticals and Health Care (1)

SB/SE Collection - Midwest Area (644)

Treasury Inspector General for Tax Administration (17)

Veterans Affairs, Department of

Edward Hines, Jr. Hospital (2,600)

Hines Finance Center (24)

Hines Information Technology Center (144)

Jesse Brown VA Medical Center (2,153)

National Acquisition Center (259)

North Chicago VA Medical Center (9)

Office of General Counsel (20)

Office of Healthcare Inspections (5)

Office of Inspector General (16)

Regional Office of Public Affairs (1)

Service and Distribution Center (29)

VA Regional Office (237)

VISN 12 Network (11,044)

Have your personnel numbers changed?

If so, please contact us:

ChicagoFEB@GSA.GOV

Emergency Preparedness

The Federal government is the largest employer in Chicago and the nation, and in emergency situations, we have a responsibility and the resources to lead our communities through crisis. The Chicago FEB plays a vital role. We promote:

1. Interagency communication
2. Workforce education
3. Sharing resources and best practices

By working closely with our partners at FEMA, the FBI, and the Federal Protective Service, the FEB connects other Federal agencies with state, local, private, and nonprofit agencies and organizations. These connections ensure the highest level of preparedness in our region, as well as a joint decision-making process for Federal agencies serving impacted areas.

Interagency Emergency Communications

The FEB staff maintains an emergency communication database of all Federal agency directors and their emergency preparedness contacts. The system allows us to communicate with all directors by sending simultaneous voice, email, and text messages. Such strategies guarantee that our directors have the most current information and recommendations during an emergency, which will assist in keeping employees safe.

Throughout the year, and in anticipation of winter weather, the FEB contacts everyone listed in our database to verify their contact information to ensure it is current and correct. We strive for 100% accuracy.

- November 28: A full-scale test of the Communicator! NXT communications system occurred
- December 19: Winter Storm Notification
- March 4: Winter Storm Notification
- April 17: Eagle Horizon Test Notification occurred as part of our annual integrated continuity exercise to test the emergency notification service
- June 12: Severe Weather Notification

Is your emergency contact information current?

If you are new to our community, or know of any agency replacements or additions, please contact us:
ChicagoFEB@GSA.GOV

Workforce Education

After witnessing the impact of Hurricane Sandy on the East Coast, we were reminded of how important it is for the Federal government to remain operational and available during a crisis.

In support of the Presidential Directive (NSPD-51) and the Federal Continuity Directive (FCD-1 February 2008), requiring agencies and departments to do continuity planning, training, and exercises each year, the Chicago Continuity of Operations Plan (COOP) team developed an exercise for Chicago area agencies. Forty-seven offices and agencies participated in the exercise and after-action seminar.

This exercise allowed agencies to practice, discuss, and validate COOPs and capabilities during a cyber-attack and telecommunication power outage in the Chicago Midwest region.

More about Chicago's Continuity Challenge – Cyber Attack Full Scale Exercise (FSE)

Chicago's Continuity Challenge – Cyber Attack Full Scale Exercise (FSE) was a continuity of operations exercise designed to establish a no-fault learning environment for participating organizations to practice and examine their continuity plans and procedures. This FSE allowed key planning personnel (including continuity planners, IT personnel, and executive leadership) to execute a simulated cyber scenario in an informal environment to assess their continuity capability.

This FSE focused on improving understanding of continuity of operations, identifying organizational strengths, as well as increasing areas of improvement. The following objectives were selected by the exercise planning team:

1. Evaluate plans and processes for activation of COOP strategy
2. Assess continuity communication
3. Evaluate relocation and continuance of mission essential functions at alternate locations

Outcome:

The Chicago Continuity Challenge – Cyber Attack 2013 successfully provided a learning environment for agencies to review their reconstitution plans and procedures, interact with other agencies, and reinforce the need for planning and training.

The exercise highlighted vulnerabilities and collisions that existed between agencies at hot-sites that have subsequently been resolved.

Promoting Shared Resources and Best Practices

Throughout the year, the Chicago FEB actively looks for partnerships within the Federal community and our partner organizations. Mentioned below are highlights from events co-sponsored by the FEB and other organizations to provide opportunities for our community.

Safety, Security, & Privacy After Boston: In partnership with the Union League Club of Chicago, FEB members were invited to participate in this discussion on the debate between freedom and security in light of the Boston bombings. Discussion topics included, "Has the Fourth Amendment been overtaken by technology?" and "Might we as a society promulgate 'No Privacy Zones?'" and "How will the urban American experience differ after the Boston bombings, and at what costs?"

Panelists included:

David Hoffman

Former US Attorney
Northern District of Illinois

Kathleen Petrowsky

TSA Federal Security Director
O'Hare International Airport

Thomas Durkin

Criminal Defense Attorney
and Civil Libertarian

NPR broadcasted this event, which included an additional segment with FEB member, Kathleen Petrowsky's discussion on the impact of the Boston bombings on airport security.



Kathleen Petrowsky, TSA Federal Security Director, O'Hare International Airport and FEB Member, addresses questions from the press following her role as a panelist on "Safety, Security, & Privacy after Boston."

Chicagoland Critical Infrastructure Protection Seminar: Chicagoland security is part of the broader context of U.S. national security. This is manifested by recent events: terrorism, the Boston Marathon incident, and natural disasters including the Oklahoma tornadoes, and the flooding in Colorado. Critical Infrastructure Protection is a partnership composed of corporations and organizations in the private and public sectors serving the public, and includes cultural institutions, law enforcement agencies, and first responder government agencies.

In partnership with the Department of Justice's Anti-Terrorism Advisory Council and the National Strategy Forum, FEB members participated in a discussion of shared critical infrastructure in Chicago, focusing on water and cyber security.

Topics and panelists included:

Great Lakes as Part of the National Strategic Critical Infrastructure

RADM Michael N. Parks
Commander, Ninth Coast Guard District

Cybersecurity

Jenny Menna
Director of Stakeholder Engagement and Cyber Infrastructure Resilience Division
U.S. Department of Homeland Security

Harvey Rishikof
Co-Chair
American Bar Association Task Force on Cybersecurity

Boston Marathon: Lessons for Chicago

Mark Troutman, Ph.D.
Associate Director
Center for Infrastructure Protection and Homeland Security, George Mason University

FEMA Region V Regional Interagency Steering Committee: The FEB promotes and attends FEMA's quarterly RISC meetings which focus on developing an understanding and cooperation between state and Federal agencies during disasters. RISC meetings provide a unique opportunity to build engagement with a wide spectrum of contacts.

Join the COOP mailing list to
receive information about
upcoming events and
opportunities.
Please contact us:
ChicagoFEB@GSA.GOV

Looking Ahead: Emergency Preparedness

Our Emergency Preparedness Intergovernmental Working Group (EPWIG) meets quarterly and hosts an annual tabletop exercise.

In FY2013, the committee completed the second year of our five-year continuity exercise strategy. The complete plan is as follows:

- FY2012: Seminar on Relocation Best Practices for Federal Agencies
- FY2013: January 16, Relocation Full-Scale - Multiple agencies deployed agency leadership and their emergency preparedness teams to alternate facilities. The exercise consisted of crippled communications resulting from a cyber attack.
- FY2014: Devolution Training (tabletop) - A discussion on how Chicago agencies can implement their devolution plans to transfer mission essential functions to other sites.
- FY2015: Devolution Full-Scale - Multiple agencies will transfer essential functions to other sites
- FY2016: Reconstitution Training (tabletop) - A discussion of agency's reconstitution plans after a COOP activation or devolution scenario.

Other 2013 upcoming events:

- October 17: Great ShakeOut Earthquake Drills
- Fall TBD: Continuity of Operations Meeting with all agency emergency preparedness professionals
- December 4: In preparation for the upcoming winter season, the FEB will execute a test of its emergency communication system.
- FY2014: Release of the closed points of distribution plan for medical countermeasures for Federal employees and their families.

Workforce Development

The Federal government's future success relies on our ability to prepare our workforce to accomplish more with less while maintaining a balance between employee satisfaction and unwavering service to the American public. We approach this challenge through four channels:

1. Celebrating local employees
2. Training future leaders
3. Mediating conflicts before they escalate
4. Promoting diversity

Celebrating Our Local Employees

People are our greatest assets. Recognizing and training employees is instrumental to retention. The FEB sponsored two ceremonies which highlight employee appreciation.

Installation and Recognition Ceremony

On October 11, 2012 we honored 107 employees for their service on FEB sub-committees. In addition, sixteen members of the Executive Committee were sworn in.

Federal Employee of the Year Awards

Held annually to celebrate and honor the great work of Federal employees, the 2013 ceremony was hosted by the Jesse Brown VA Medical Center along with the Federal Executive Board. The event was held at the Harris Theater at Millennium Park and featured Executive Vice President of the Chicago White Sox, Kenny Williams and Emmy Award winning journalist and news anchor, Bill Kurtis as master of ceremonies. This year's event honored 546 nominees in 13 categories, and was attended by 891 employees and guests.

The nominees represented the best of the more than 52,000 federal employees in the Chicago Metropolitan area. Each awardee is worthy of the highest honors for their dedicated work ethic, noteworthy accomplishments, and unwavering commitment to public service.



Panoramic view of Harris Theater, location of the 2013 Federal Employee of the Year Awards Ceremony hosted by Jesse Brown VA Medical Center.

2013 FEOY Award Winners

Congratulations to the nominees, finalists, and award recipients. Your contributions exceed above and beyond the call of duty to make our federal community stronger!

Outstanding Professional Employee: Daniel Hogan, Social Security Administration

Mr. Hogan is consistently providing top notch work. From production to quality, he routinely volunteers with training and works as an official resource for the office. He helps others and understands the necessity of efficiency during these tight times. He works to achieve maximum results with limited resources.

Outstanding Supervisory Employee: Jack Giessner, Nuclear Regulatory Commission

Mr. Giessner is a consummate professional and leader at the Nuclear Regulatory Commission. He is responsible for ensuring the safe operation of several power reactor plants in the Midwest region. He creates enthusiasm and his driving determination is contagious. He gives his all to ensure the NRC mission is met.

Outstanding Program Specialist: Adrienne M. Callahan, Environmental Protection Agency

Ms. Callahan is a recognized leader and a dedicated and outstanding advocate for small businesses in securing contracting opportunities with the federal government and its large contractors. She has created remarkable initiatives to foster opportunities and stimulate involvement of small businesses in the EPA procurement process.

Outstanding Law Enforcement Employee: Peter Chlimon, Internal Revenue Service

Mr. Chlimon is a very knowledgeable, extremely motivated, and respected leader in a group of highly-trained investigators in the Abusive Transactions Group. Peer agents, both local and from across the country, seek his advice for his expertise.

Outstanding Technical/Program Support Employee: Randall Schenck, Naval Facilities Engineering Command Midwest

Mr. Schenck is a dedicated team member with an outstanding work ethic, delivering above and beyond expectations. He has developed processes that save the government both money and time. He also has outstanding communication skills and is an asset to the Public Works Department of the Naval Facilities Engineering Command Midwest.

Outstanding Administrative/Clerical Employee: Teryl E. Speights, Jesse Brown VA Medical Center

Teryl Speights creates a lasting first impression with veterans, other departments, and vendors. He is always welcoming, greeting patients with a smile and addressing them with respect. Because Mr. Speights is a veteran himself, he knows how to care for and treat those who visit the medical center. He is a great asset.

Outstanding Trades and Crafts Employee: Larry Koniecki, Edward Hines Jr. Veterans Hospital

Mr. Koniecki has supervised the Boiler Plant at Hines for nine years. He manages and oversees critical and vital operations to run a 24 hour/365 days rotating shift schedule. Mr. Koniecki is a team player, dedicated to making the Hines Boiler Plant an example of safety and efficiency.

Outstanding Community Service Employee: Mary F. Godina, Social Security Administration

Ms. Godina is a true model of public service. She is a dedicated systems expert who provides leadership and guidance while willing to assist others and share information. She has excellent analytical skills and works diligently with teammates and colleagues to address issues and find resolutions.

Outstanding Public Contact Employee: CaRita A. Timms, Social Security Administration

Ms. Timms oversees every interview efficiently and skillfully. Her knowledge and ability to serve clientele, including those with the greatest health concerns, make an important contribution to SSA's success with its mission in serving the public. She has received several complimentary letters acknowledging her outstanding level of caring customer service.

Outstanding Team: Public Works Department**Great Lakes Base Support, Vehicle and Equipment Operations Section**

This group completed two of the largest water main replacement projects since the inception of their department while setting a standard for safety and efficiency. They not only serve and support the Naval Station Great Lakes community, but they had an active part in ensuring the security of the many diplomats and dignitaries at the North Atlantic Treaty Organization Summit held last May in Chicago. Three members of the team are constituents of the military reserve component. Between the three reservists, the miles traveled to and from reserve duties in 2012 totaled more than 13,000 miles. Their dedication to this team and this country epitomizes the ideals of a citizen soldier.

**Outstanding Law Enforcement Team: Secure Communities Second Shift
Department of Homeland Security, Immigration & Customs Enforcement**

The Secure Communities Second Shift officers and agents work as a group to solve problems in the most effective manner possible. Members of this team have gone above and beyond the call of duty by identifying problems before they become critical. They take initiative to implement effective methods to locate and remove criminal aliens from the U.S. in accordance with ICE's mission of protecting America and preserving public safety.

**Worksite Wellness Champion: People's Garden Coordinators
USDA Food and Nutrition Service**

This group has developed a unique partnership with the Chicago Botanic Garden's Windy City Harvest Program and runs several organic gardens in some of Chicago's most socially and economically disadvantaged neighborhoods. They promote fresh fruit and vegetable consumption and physical activity. The People's Garden Coordinators engage the federal and local community in the act of gardening by providing tips and encouraging people to cook more fresh produce at home.

Agency of the Year: Naval Station Great Lakes

Naval Station Great Lakes is the largest training facility in the Navy; home to more than 20,000 military and civilian personnel. They were selected as the 2013 Agency of the Year for several reasons, their adoption of sustainable practices and community outreach programs are just a few of them. The base runs the largest off shore food service operation in the Navy, serving nine million meals per year. In 2012, they began a Go Green Scullery Process diverting all food waste to a composting facility, with an annual disposal fees cost savings of \$137,000. Additionally, they implemented numerous environmental upgrades which positively affect housing costs for thousands.

This year, Naval Station Great Lakes initiated a project to decentralize their steam system anticipating an annual energy cost savings of \$9 million. The base also works with community partners and hosts three major community events which receive international recognition. As active advocates for education, Naval Station Great Lakes successfully transitioned the Naval Corpsman School into an elementary level charter school and received grant funding to support a teen employment program. They were selected as hosts for several well known youth camps, positively impacting hundreds of people. Lastly, the Naval Station Great Lakes firefighters have twice received national recognition for heroic, life-saving acts of valor.

Looking Ahead:

Monday, May 5 through Friday, May 9, 2014: Public Service Recognition Week

Tuesday, May 6, 2014: Federal Employee of the Year Awards Ceremony

The U.S. Army Corps of Engineers will host the 2014 Employee of the Year Award Ceremony, “*Shoulder to Shoulder Working for the Nation*” at the Harris Theater at Millennium Park.



Training Future Leaders

The problem: Training Federal employees on a lean budget

With 40% of the Federal workforce eligible to retire right now, it is imperative that agency leaders do all they can to equip and nurture future generations of Federal leaders. Financial constraints require alternative forms of compensation, such as training and travel opportunities in lieu of monetary rewards.

The solution: Local FEB training equips employees to succeed and avoid high travel costs

We are here to help Federal agencies work together by offering free or low-cost training for all levels of the Federal government. In FY2013, the cost avoidance of Chicago’s program was \$249,432, successfully training 1,429 employees. We did this through the following free and low-cost training events:

- Prepare to Lead Series – Executive Skills Training on the five ECQs to become an SES
- Chicago Federal Leadership Forum
- Retirement Seminars
- Soft Skills Training
- Lunch & Learn Financial Planning Seminars in partnership with the U.S. Employees Credit Union

The Future of Government



The FEB partnered with the Union League Club for an Author's Event featuring Cass R. Sunstein, President Obama's "Regulatory Czar," who helped oversee a revolution in better government. Drawing on state-of-the-art work in behavioral psychology and economics, Sunstein, administrator of the powerful White House Office of Information and Regulatory Affairs (OIRA), helped save the nation billions of dollars while preventing thousands of deaths and countless illnesses and accidents.

All of this was accomplished through the extraordinary power of nudges; low-cost, seemingly modest policies that preserve freedom of choice. In combination with smart, disciplined cost-benefit analysis, nudges are simplifying government and making it more effective than before. Citing numerous examples from his years in the first term of the Obama Administration, and projecting forward into a data-driven future, *Simpler* provides a new understanding of how government can work.

As agencies face sequestration, budget cuts, and furloughs, twenty-five interested and enthusiastic Federal employees attended this event.

Join Us

Local training saves travel dollars and allows you & your employees to network with local Chicago Feds.
Register today at:
ChicagoFEB@GSA.GOV

FY 2013 Training Calendar and Cost Savings

FEB FY2013 Training Sessions	Date	Market Price	FEB Price	Cost Savings	# of Attendees	Cost Avoidance
Chicago Federal Leadership Forum						Cost Savings x Attendees
Mexican Diplomacy: Building Coalitions and Setting the Record Straight	31-Oct	\$500	\$75	\$425	35	\$14,875
Seven Vices of the Virtual Life	28-Mar	\$500	\$75	\$425	32	\$13,600
Small Changes, Big Impact: Building High Performance Systems	22-May	\$500	\$75	\$425	34	\$14,450
Leadership Forum Totals					101	\$42,925
Prepare to Lead Series: ECQ's to become an SES						
Prepare to Lead: ECQ2 Leading Change	4-Sept	\$500	\$58	\$442	104	\$45,968
Prepare to Lead: ECQ2 Leading People	3-Oct	\$500	\$58	\$442	76	\$33,592
Prepare to Lead: ECQ3 Results Driven	7-Nov	\$500	\$58	\$442	74	\$32,708
Prepare to Lead: ECQ4 Business Acumen	9-Jan	\$500	\$58	\$442	72	\$31,824
Prepare to Lead: ECQ5 Building Coalitions	2-Feb	\$500	\$58	\$442	75	\$33,150
Prepare to Lead Series Totals					401	\$177,242
Other Training						
Lunch & Learn: Basics of Personal Finance	16-Oct				63	
Lunch & Learn: Maintain Campaign Weigh-In	15-Nov				75	
Lunch & Learn: Maintain Campaign Weigh-Out	8-Jan				75	
Lunch & Learn: Building a Better Budget	15-Jan				73	
Mediation Refresher Training	19-Mar				85	
Lunch & Learn: Managing Your Finances During Sequestration	26-Mar				84	
Lunch & Learn: SNAP Mediation Services	16-Apr				20	
The Loudest Duck: Diversity Training	24-Apr				100	
FERS 2-Day Retirement Seminar	29-30 Apr				90	
Basic Mediation Training	13-17 May	\$1,595	\$500	\$1,095	19	\$20,805
Lunch & Learn: Car Buying Seminar	21-May				123	
Business Writing and Grammar Skills	21-Aug	\$199	\$58	\$141	60	\$8,460
Lunch & Learn: Understanding Mortgage Options	24-Sept				60	
Other Training Total					927	\$29,265
TOTALS					1,429	\$249,432

Looking Ahead: Training

Prepare to Lead Series focuses on organizational leadership and management skills that pertain directly to the five Federal Executive Core Qualifications (ECQs) and their underlying competencies to become a member of the Senior Executive Service (SES). This is the second year in a row this series has been offered to our Federal community with outstanding success!



- **September 4, 2013**
- **November 6, 2013**
- **January 15, 2014**
- **February 11, 2014**
- **April 8, 2014**

- ECQ #1 - Leading Change**
- ECQ #2 - Leading People**
- ECQ #3 - Results Driven**
- ECQ #4 - Business Acumen**
- ECQ #5 - Building Coalitions**

FERS Two-Day Retirement Seminar: December 17-18 , 2013

The seminar is designed for new, mid-career, and nearing retirement FERS employees the specific tools and important information needed to effectively plan their future retirement.

Topics covered will include:

- Calculate Annuity & Survivor Benefits
- Thrift Savings Plan
- Federal Employee Health Benefits
- Social Security
- FEGLI
- Federal Long Term Care Program
- Retirement Planning
- Financial Planning
- FERS Special Provisions



Sign Up!

For more information on training and to register, visit:

ChicagoFEB@GSA.GOV

Mediation

FEB mediates workplace conflicts through our Shared Neutrals Alternative Dispute Resolution Program (SNAP). As a formal committee of the Federal Executive Board, the SNAP Committee utilizes Alternative Dispute Resolution (ADR) methods for the purpose of mediation, free of charge, upon request from federal agencies. This service saves thousands of Federal dollars by circumventing costly investigations.

Members of this committee are appointed by the Chicago FEB and operate in accordance with the applicable regulations and by-laws of the FEB. Responsibilities include review and supervision of the SNAP mediator roster, SNAP case intake, data collection and analysis, SNAP outreach, statistical analysis, program development, mediator education, and quality assurance reviews. In FY2013, the Chicago FEB coordinated 33 mediation cases, 13 of which led to resolution, offering an estimated cost avoidance of over \$765,000.

Mediation Refresher Training

This review was offered to SNAP participants for free by the FEB, as an opportunity to practice and sharpen their mediation skills. Thirty-six Federal employees learned from each other's experiences as resolution facilitators and explored key conflict resolution topics.

Conflict at Work?

Workplace conflict is disruptive to an entire team,
not just those involved in the conflict.

Please consider requesting a FEB mediator when a
problem arises. We have developed a large pool of
mediators to quickly respond to cases.

Mediation Request forms can be found at:
ChicagoFEB@GSA.GOV

SNAP Mediation Lunch and Learn

Twenty Federal employees learned how their agencies can benefit from the Shared Neutrals ADR Program (SNAP). In addition, participants were oriented on the process of becoming mediators.

Basic Mediation Training

Nineteen Federal employees took part in a week long, hands-on training in conflict resolution. Participants who completed the course received a certificate and are eligible to be co-mediators with the FEB.



New mediators having completed the 33 hour Basic Mediation Training Program in May 2013.

Looking Ahead: Mediation

Wednesday, October 23, 2013

Pro Bono Week in Partnership with the Department of Justice featuring guest speaker Mike Bergman, Executive Director of Public Interest Law Initiative.

Spring 2014

Mediation Refresher Training is essential as the pool of mediators continues to grow. This annual training will be offered to all SNAP participants at no cost, in order to further hone their mediation skills, learn from fellow mediators' experiences, and explore key conflict resolution topics.

Promoting Diversity

The Diversity Advisory Council's (DAC) mission is to support the Chicago Federal Executive Board and its member agencies in their efforts to ensure and enhance the consideration, value, and visibility of diversity at all levels of Federal employment. This council has taken long strides in Federal employment, programs, and service delivery to ensure diversity is not just acknowledged but accepted. Participants learn that diversity is ever-changing and must be handled with a positive attitude. Appropriate levels of diversity in your office equate to personal and professional growth.

Full Board Event: The Loudest Duck - Moving Beyond Diversity While Embracing Differences to Achieve Success at Work

On April 24, 120 Federal employees from various agencies welcomed Laura Liswood, author of *The Loudest Duck*, as she dispelled preconceived notions on diversity in the workplace.

Through storytelling, Ms. Liswood explained complex concepts by using parables and anecdotes to examine challenges in traditional workplace diversity efforts. She provided innovative strategies to create an effective workplace. Modern diversity, we learned, is the notion that people have differences beyond race, gender, and their underlying capabilities. The process of diversifying the workplace starts with managers learning and identifying the differences between dominant and non-dominant groups. Also, managers should provide the same opportunities to all and avoid giving unconscious advantages to others.

Ms. Liswood also explained how everyone brings their "Grandma" to work, which is the idea that each individual is brought up with different lessons and learning styles which often dictate individual actions. Managers should be aware of the Grandma-based learning style. OPM has encouraged the Federal community to use these ideas and concepts when addressing diversity.



Laura Liswood, Secretary General of the Council of Women World Leaders, Senior Advisor at Goldman Sachs, and author of *The Loudest Duck* with FEB Chair, Ann P. Kalayil.

Intergovernmental and Interagency Collaboration & Community Outreach

The Chicago FEB strives to develop and strengthen intergovernmental relationships among all levels of government to cross-pollinate ideas and solutions to shared challenges, as well as expand our network. In addition to partnering together, we strive to communicate with the local community to increase awareness of government efforts in the area.

One aspect of the Chicago FEB's involvement with the local community is through our facilitation of volunteer activities. We are proud of the contributions Chicago Federal employees make to programs such as the Combined Federal Campaign (CFC). Their monetary donations, dedicated service to local volunteer organizations, and generous donations of food and clothing literally transform communities.

We accomplish goals through four programs:

- Intergovernmental Affairs
- External Affairs
- Combined Federal Campaign (CFC)
- Participation in the FEB National Network

Intergovernmental Affairs Committee

Community Focus

[Local and Federal Government Economic Partnership Forum at Indiana University Northwest](#)

So often Federal government seems inaccessible, but on August 13, the Chicago FEB hosted the Local and Federal Government Economic Partnership Forum in Gary, Indiana to reach out to one of the most underserved communities in our region. The purpose of the forum was to strengthen already strong ties between Federal agencies in northwest Indiana and the local business community. Mayor Karen Freeman-Wilson welcomed a panel of regional agency directors who spoke about initiatives and opportunities affecting northwest Indiana. The panel included Ann P. Kalayil, Regional Administrator of the U.S. General Services Administration, Jackie Garner, Interim Regional Director and CMS Consortium Administrator of the U.S. Department of Health and Human Services, Patrick Lydic, Area Director of the U.S. Economic Development Administration, Marianne Markowitz, Regional Administrator of the U.S. Small Business Administration, and Charles Hughes, Executive Director of the Gary Chamber of Commerce. Approximately 150 people attended the event.

[Federal Employee Discounts](#)

We maintain relationships with the Chicago Bulls, Chicago Blackhawks, and Chicago White Sox who offer discounted tickets to Federal employees, their families, and friends. These nights are a great opportunity to reward our Federal community for their hard work. On June 11, Ann P. Kalayil, Chicago FEB Chair, took us out to the ballgame, throwing out the first pitch for the Chicago White Sox.



Federal employees bond together and with their community by prepping this garden for spring planting. The conversation topic of the day... what are YOU growing in your garden this year?

Gardening with "Growing Power"

Federal employees aren't afraid to get their hands dirty, and this popular lunchtime volunteer event is no exception. On April 24 and 25, 41 Federal employees spent their lunch breaks weeding and raking Growing Power's Grant Park Garden to prepare it for spring planting. The garden supports Growing Power's youth job preparedness program and provides food to local food pantries.

Clothing Drive

On October 10 and 11, 2012, we built confidence and expanded possibilities for the unemployed or underemployed through the 14th annual "Dress Everyone for Success" clothing drive. This event gathered over 2,000 donated items of clothing from Federal employees to benefit the following four local social service agencies with well-established job training programs: Haymarket Center, The Ark, National Latino Education Institution, and RefugeeOne.

Sustainability Focus

Federal Green Challenge

There are 28 agencies (representing 134,000 Federal employees) that have taken on the Federal Green Challenge. Through collaboration between EPA and GSA, Federal agencies are challenged with helping reduce the environmental impact of the Federal government. Members of the challenge must commit to an improvement goal of 5% per year in at least two of the following targeted areas: waste, electronics, purchasing, energy, water, or transportation, by setting baselines and simple performance tracking.

National and regional awards were given for the first time Federal Employee of the Year Awards Ceremony, to agencies that performed exceptionally well.



Susan Hedman, EPA RA presents CAPT Randy Lynch with an award for his leadership in the Federal Green Challenge

Interagency Sustainability Council This group serves as a forum for all Federal agencies in the region to share information, ideas, and solutions, to better achieve our individual and collective environmental objectives.

By supporting the Environmental Protection Agency's Federal Green Challenge, great progress has been made toward making a more sustainable government. Eight new Federal Green Challenge partners were recruited in 2013, bringing the total to 32 agencies. Collectively, this coalition has avoided the use of 9.87 million kilowatt hours of electricity and 26.7 million cubic feet of natural gas. 6,000 tons of waste was diverted from landfills through recycling and composting and 6.5 less tons of paper was purchased.

Two agencies have participated in the City of Chicago's Green Office Challenge. Out of 254 participants in the competition, the Peace Corps is currently ranked #6 and the GSA's Metcalfe Federal Building is #34.

Interagency Sustainability Forum

On March 12, the Federal community and the City of Chicago participated in the Interagency Sustainability Forum. Mayor Rahm Emanuel joined officials from the City of Chicago and Regional Administrators of GSA, EPA, HUD, and USACE. Discussion included the close, successful relationship between the City and Federal agencies in achieving mutual environmental goals. The four projects highlighted included USACE efforts at Northerly Island, EPA assistance with the riverfront and air pollution, DOT focus on roads, and HUD focus on sustainable housing.

After formal presentations, questions from the audience of 90 were addressed. Each panelist stressed the importance of public involvement and advocating for environmental projects. Working together at all levels is the strongest way to grow the environmental movement.



Top Row (from left): Barry Cooper (FAA), Jon Sebastian (DOL), John Hosteny (CNCS), Ricardo Wong (ICE), Andrew Velasquez III (FEMA), Mayor Rahm Emanuel (Chicago), Ken Bennett (DOL), Antonio Riley (HUD), Col. Frederic Drummond, Jr. (USACE), Martin Baumgartner (MSPB)
Bottom Row (from left): Joanne Plasky (OPM), Susan Hedman (EPA), Ann Kalayil (GSA), Gabe Klein (Chicago), Allison Azevedo (GSA)

Health & Wellness Focus

WellFeds is a model worksite wellness program for Federal employees with the goal of expanding the initiative across the country with comprehensive agency participation similar to the CFC. WellFeds' mission is to improve the culture of the Chicago Federal workplaces to more fully promote employee wellness and productivity through physical activity, healthy eating, and other activities.

This initiative started as a partnership with the Chicago FEB, Building a Healthier Chicago through the U.S. Department of Health and Human Services Region V, and HHS's Federal Occupational Health (FOH). Wellness leaders from Chicago's Federal agencies comprise the WellFeds Leadership Team by providing support to agency wellness initiatives. In addition, member agencies have developed Wellness Champions who serve on committees to determine and implement appropriate wellness activities at each agency.

Health Benefits & Wellness Fair

Over 1,000 Federal employees attended the Federal Employees Health Benefits & Wellness Fair on November 29 and 30, 2012. In addition to receiving information from health benefits providers, informational briefings and health screenings also occurred as the fair expanded its focus to include wellness this year. A cooking demonstration fired up the stove and the audience during this year's event. In addition, HIV/AIDS education and testing, sponsored by the Department of Health and Human Services, was offered on a confidential basis. Twelve people were tested for HIV.

Holiday Maintain Campaign

The holiday season is a challenging time for many people trying to balance having fun and healthy eating. The 4th Annual Holiday Maintain Campaign helped provide Federal employees nutritional guidance and support while committing to healthy eating habits during the holiday season.

The campaign kicked-off on November 15, 2012 with a weigh-in and blood pressure screening, and concluded on January 9, 2013 with a weigh-out. After two challenging months, the results reflected 37 total participants, 67% who lost weight and 8.3% who maintained their weight! As for the others, they thought the campaign helped them from gaining more weight during the holidays.

Feds on the Ped

Federal employees enjoyed a guided tour of the Chicago Pedway just in time for winter. This annual event welcomed 35 participants from Federal Plaza and the Health and Human Services Building on Michigan Avenue for a tour of Chicago's underground amenities and a meeting point for lunch.

Farmers Market Walks

Twice a year, WellFeds leads the Downtown Market Walk which guides participants to the Farmers Market at Daley Plaza for light physical activity, a healthy lunch, and a chance to stock up on fresh produce. WellFeds from three downtown locations took the walk together and enjoyed an opportunity to step away from their desks and enjoy the sunshine.



A group of WellFeds Farmers Market walkers from 500 West Madison offices enjoyed a beautiful summer day in Chicago.

Looking Ahead: Wellness

- **October 24:** WellFeds Farmers Market Walk celebrating Food Day at Daley Plaza
- **November 20 through January 8:** Fifth Annual Holiday Maintain Campaign
- **November 21 & 22:** Health Benefits and Wellness Fair

External Affairs Committee

Created in 2013, the External Affairs Committee is charged with strengthening collaboration within the Federal communications community to increase awareness of local efforts among customers, industry partners, and the public. The committee of 70 represents 40 different Federal offices within 22 agencies. Established in July, the Steering Committee provided direction for the initiatives set forth by the committee and agreed on its Charter and Communication Plan.

Communication as Part of Emergency Preparedness

On April 4, 2013, the External Affairs Committee held an event at the FEMA regional office. A presentation regarding the use of social media was given, focusing on communication in the event of a disaster using specific examples and lessons learned from Hurricane Sandy. Additionally, the committee reviewed the improvised nuclear device plan for Chicago and learned how to communicate with each other and the public, assuming the inaccessibility of traditional channels.

Combined Federal Campaign

This year, the Chicago Area Combined Federal Campaign (CFC) volunteered to be one of three trusted campaigns to participate in the CFC Universal Giving Program pilot. This program allowed donors to give to any CFC-approved organization worldwide, regardless of the location of the donor or the organization. The Chicago Area CFC presented its findings at a workshop at the 2013 CFC Conference in Atlanta. Universal Giving is the logical next step in the CFC's evolution to improve its efficiency and functionality, and Chicago is proud to assist in program development.

In addition to the CFC Universal Giving Program pilot, Chicago CFC innovatively implemented its first smartphone application. The app gives Federal employees mobile access to the Chicago Area CFC website to search and pledge online from the ease of a smartphone to "give on the go." This innovative idea increased the Chicago Area CFC's success by appealing to younger donors, a targeted demographic, and improving the functionality of its website for promoting and managing the campaign. As pledging continues to move towards online giving, this capability will increase efficiency.



Both of these creative initiatives won the Chicago Area CFC the "2012 Innovator's Award" presented in May 2013 by OPM.

This campaign season, the Chicago Area CFC received 264 applications, accepted 246, bringing the total number of local organizations to 463. Many thanks to the Chicago Federal community for raising **\$4,060,142** during the 2012 Combined Federal Campaign!

CFC Dates in FY2014

January 21: PCFO contract proposals are due to the LFCC for review.

February 8: LFCC will announce the PCFO contract decision.

April 1 – 12: Detailed Screeners will review charity applications for the CFC. The requirements to serve as a Detailed Screener include: GS-11 level or above, analysts, accountants, case examiners, and project managers.

April 30: Letters to charities will be mailed notifying them if they have been accepted to the CFC Giving Guide book for the following year.

May 21: Requests for twelve employees to serve as Loaned Executives (LEs), tasked with conducting all campaign solicitations among Federal employees, and strategically planning, organizing, and conducting as successful campaign.

Ideal LE candidates are organized self-starters who follow-through with good oral communication, written presentation abilities, and effective liaison capabilities. LEs must be available full-time for approximately twenty-two weeks, from July through December.

For more information, please contact PCFO, Eriabee Chiles: echiles@cs-il.org

Looking Ahead: Combined Federal Campaign

The 2013 campaign officially kicked-off on September 1, 2013 and closes on January 15, 2014.

The three major ways the FEB contributes to the local Combined Federal Campaign are:

1. **Serving on the Local Federal Coordinating Committee (LFCC)**

Current members include:

- LFCC Chair: Ricardo Wong - Department of Homeland Security
- Martin W. Baumgaertner - Merit Systems Protection Board
- Joanne M. Plasky - Office of Personnel Management
- Roxanne Purucker - Department of Energy

The role of the LFCC as defined in CFR Part 950 (CFC regulations) is similar to the "board of directors" of a non-profit organization. As with a non-profit governing board, the LFCC is composed of at least 5 members, each representing different Federal service sectors and agencies in the geographic area. Responsibilities include the selection and supervision of the PCFO, regularly scheduled appraisals of the staff and campaign performance as required by the CFC rules, review of evidence of disbursement controls through LFCC approval, and monitoring the budget and actual expenses.

2. **Oversight of the Principle Combined Fund Organization (PCFO)** through the LFCC and assists with the final selection process of local charities to be included in the CFC giving guide the next year.
3. **Recruitment of Detailed Screeners and Loaned Executives** who work together to ensure the success of each piece of the CFC.
4. **Merger between** the Chicago Area CFC and the Central Illinois CFC will occur in 2013.
5. **Accepting accept electronic applications** via CharityNexus, a website designed specifically for the CFC application process.



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